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ABSTRACT

This book discusses those aspects of conduct and performance which apply universally to members of all boards of education, regardless of types and levels of educational institutions involved. It can be used as a source of information for members individually, in a planned program for the full board, or in orientation conferences with new members. The book gives specific suggestions on preparing for participation, avoiding common traps, and becoming a sound performer in board affairs. It also covers how to keep the institution moving forward by identifying and capitalizing on the institution's strengths. Chapter titles are as follows: "Being a Board Member"; "Measuring Up to the Responsibility"; "Functioning As a Board"; "Defining Goals and Setting Policy"; "Budgeting and Building"; "Measuring Institutional Strength"; "Working with Management"; "Evaluating Administrative Personnel"; and "Evaluating Board Performance." Appendices provide criteria for assessing institutional strength, a board member's self-evaluation checklist, and a board's evaluation instrument. (JDD)

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